

Admin.

August 15, 2007

Memorandum 2007-26

Schedule of Future Meetings

For the last few years we have followed a pattern of meeting approximately every other month for one day. That has worked reasonably well for our present staffing level. It allows us to produce a sufficient amount of material for the meeting, and permits reasonable progress on most topics.

This year we scheduled the October and December meetings as two-day meetings, with the understanding that those meetings might be shortened to one day, if it turns out that a longer meeting is not needed or feasible.

The staff recommends that the October meeting be shortened to one day. It is very unlikely that the staff could produce more than a single day's meeting material in the interval between the August and October meetings. The December meeting should be left as a two-day meeting for now, subject to reappraisal at the October meeting.

Consistent with our past practice, proposed Sacramento meetings are scheduled for Thursdays. That should make it easier for the legislative members of the Commission to attend. All other meetings are scheduled for Fridays, on the assumption that a Friday meeting would be most convenient for non-legislative Commissioners.

Taking into account the Legislature's calendar, airline schedules, holidays, staff vacations, weather, etc., the staff proposes the following meeting schedule for the remainder of this year and 2008. As in 2007, the two-day meetings could be shortened if two days is not needed or feasible.

Please bring your calendars to the meeting so we can adjust the proposed schedule as necessary to enable maximum attendance by Commission members.

SCHEDULED MEETINGS

October 2007	Burbank
Oct. 26 (Fri.)	9:00 am – 4:30 pm
December 2007	Burbank
Dec. 13 (Thur.)	10:00 am – 5:00 pm
Dec. 14 (Fri.)	9:00 am – 4:30 pm

PROPOSED MEETINGS

February 2008	Sacramento
Feb. 7 (Thur.)	10:00 am – 5:00 pm
April 2008	Sacramento
April 10 (Thur.)	10:00 am – 5:00 pm
June 2008	Sacramento
June 12 (Thur.)	10:00 am – 5:00 pm
August 2008	Burbank
Aug. 22 (Fri.)	9:00 am – 4:30 pm
October 2008	Burbank
Oct. 23 (Thur.)	10:00 am – 5:00 pm
Oct. 24 (Fri.)	9:00 am – 4:30 pm
December 2008	Burbank
Dec. 11 (Thur.)	10:00 am – 5:00 pm
Dec. 12 (Fri.)	9:00 am – 4:30 pm

Respectfully submitted,

Brian Hebert
Executive Secretary